



**TOWN OF WILTON
PLANNING BOARD MEETING
APPROVED MINUTES**

DATE: November 4, 2015
TIME: 7:30 PM
PLACE: Wilton Town Hall Courtroom

PRESENT: Wilton Planning Board Members: Vice- Chairman Sara Spittel, Neil Faiman, Alec MacMartin, Tracey Ewing (Alternate voting for Jeff Kandt), Dawn Tuomala (Alternate voting for Marion Kearns), Selectmen Representative Kermit Williams, NRPC Representative Camille Pattison, Secretary Sorrell Downing, John Shepardson, Donut Bay

Work Session

Vice-Chairman Spittel opened the meeting at 7:30 PM.

PB SA02-1115 Plowshare Farm, Sign Application

Donut Bay would like to use pieces of an existing sign used in Greenfield to create a new sign for the coffee shop/reading room to open at 43 Main Street in a few weeks.

Donut Bay presented a photograph of the proposed sign and explained how he would attach it to the brick using anchors and adhesive. It is one sign and all parts are connected. Mr. Shapardson has already reviewed and approved the sign design and placement. There is adequate space to accommodate the sign and the sign will not be lit.

A MOTION was made by Mr. Williams and SECONDED by Ms. Ewing to accept and approve the application and to waive the \$50 permit fee.

Voting: 5 ayes. Mr. Faiman abstained (arrived late into discussion of application).

Sign Application Procedure

The Planning Board had invited Mr. Shepardson to attend the meeting to discuss the transfer of the bulk of sign application processing tasks to him. On review of the procedure, it seemed unnecessary for the planning board to be involved in the day to day process of signs. The Planning Board has a role in the placement/location of a sign

during the Site Plan review but the sign application procedure should mimic that of the building permit procedure and be under the jurisdiction of the Building Inspector. The fees should be collected in the same manner. Mr. Shepardson agreed with the proposed change and agreed it will streamline the process.

Cropaholics has submitted an application to Mr. Shepardson and he approved it. It seemed unnecessary to bring to Planning Board as it was just a movement of an already approved sign.

There was discussion about when the building inspector collects a fee for a building permit. Mr. Shepardson said the building permit fee is collected when the permit is issued. The sign application procedures will be revised to keep fee collections consistent.

The Zoning Regulations will be adjusted to reflect the discussed changes. The language, "sign applications which conform to the zoning ordinance and any applicable site plans" was discussed. The process of collecting the fee upon issuance of the sign permit will be added as well to the Zoning Regulation proposed changes. Ms. Pattison will make necessary changes to Zoning Ordinance language. This will be discussed December 2, 2015. This will be noticed for the December 2, 2015 and December 16, 2015 meetings.

Ms. Pattison and Ms. Ewing attended an online course regarding the recent Supreme Court ruling regarding sign ordinances. Ms. Pattison and Ms. Ewing will work together to incorporate the proposed sign code changes into the zoning ordinance to ensure compliance. These will be presented at the next meeting.

Driveway – Stagecoach Road/Davisville Road

Mr. Elliott approved the driveway for Davisville although the map shows the driveway on Stagecoach. The plan was reviewed and the Road Agent has the authority to approve without the planning board input in this case. The speed limit on the road is 30 mph.

Excavation Regulations and Forms

Ms. Pattison has updated the Regulations and Forms. Ms. Downing will notice these updates.

Mr. MacMartin asked Ms. Downing where Leighton White's Notice of Decision was placed. Ms. Downing to find and make sure Mr. White has a copy.

*A MOTION was made by Ms. Tuomala and SECONDED by Mr. Faiman to bring the updated Excavation regulations and forms to a public meeting
Voting: 5 ayes. Motion carried.*

Mr. MacMartin departed at 9:00 PM.

Minutes from 10-21-15

Approved 11-18-15

- p. 2, line 32 complete the sentence**
- p. 3, line 10 typo**
- p. 3, line 27 strike sentence**
- p. 3, line 33 typo**
- p. 3, line 37 department**

A MOTION was made by Ms. Ewing and SECONDED by Mr. Faiman to approve the minutes from 10-21-15 as amended.

Voting: 4 ayes. Ms. Spittel abstained. Motion carried.

2nd NRPC Representative

Mr. Williams to have the NRPC 2nd Representative Ad moved to main landing page of the Town of Wilton website. Ms. Downing to remind board to revisit this in 6 months.

Other Business

Thomas Babineau asked the board to provide an inspector to oversee the building of a private road. Mr. Babineau was under the belief that it was a town road which is not true according the files. Ms. Tuomala discussed this with the excavator operator who was in the Town Hall recently and Ms. Tuomala suggested they hire Sanford Engineering who did the original design to oversee and document the construction of the road in the event of the road becoming a town road in the future. Ms. Tuomala will construct a response letter for Ms. Downing to submit to Mr. Kandt in response.

Master Plan Updates

In order for Ms. Pattison to update the Natural Resources chapter, the Wilton Conservation Plan needs input from the Planning Board. This plan had not been updated since 1988.

- Section A.1. Remove – Completed
- Section A.2. Clarify the Zoning Regulation – “vegetative buffer”
- Section A.3. Remove – 50’ sufficient setback
- Section A.4. Remove – Completed
- Section A.5. Is this under state control?
- Section A.6. This is not under Planning Board
- Section A.7. Remove
- Section A.8. Remove - not necessary

The Planning Board suggested a member from the Conservation Commission attend Planning Board Meetings.

A MOTION was made by Mr. Williams and SECONDED by Ms. Tuomala to adjourn the meeting.

Voting: 5 ayes. Motion carried unanimously.

Vice-Chairman Spittel declared the meeting adjourned at 9:50 PM.

Respectfully Submitted,
Sorrell Downing
Secretary